

## AUDIT CHECKLIST

### Requested Items for Office Audit

- ☐ Place of Business Signage
- ☐ Real Estate Licenses
- ☐ RECAD Office Policy (\*Acknowledgement of policy signed by all licensees.)
- ☐ Location of closed contracts for past three (3) years
- ☐ All pending sales files
- ☐ Location of all lease contracts, management agreements and rental records
- ☐ Copies of past six (6) months bank statements with canceled checks for all escrow accounts
- ☐ Copies of latest bank reconciliation performed on all escrow accounts, if available
- ☐ Checkbook and or computer check register for all escrow accounts
- ☐ Duplicate deposit tickets with validated bank receipt for all escrow accounts
- ☐ Any lists or ledgers documenting the funds held for escrow purposes

**NOTE:** “Escrow Funds” include sales binders, security deposits, rent receipts, and or any other funds held for members of the public.